

By: Neeta Major, Interim Head of Internal Audit  
To: Governance and Audit Committee – 18 April 2012  
Subject: **Member Development Programme**

Classification: Unrestricted

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**Summary:** To provide an update on the introduction of the training programme for members of the Committee.

## **FOR DECISION**

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### **Introduction**

1. On 30 November 2010, the Committee agreed that a training programme would be commenced from March 2011. It would be targeted at Committee members but would also be made available to all members of the Council.

### **Issues to note**

1. Members' training is important to ensure that the Governance and Audit Committee remains effective and delivers against its terms of reference.
2. In November 2010, it was agreed by a group of members and officers that the best time for formal training would be immediately prior to the start of the formal meeting and that these sessions could be open to all members. The training could be recorded and added to any induction material given to new committee members or used as a refresher if required by existing members.
3. In addition, Corporate Finance has successfully delivered a learning and development programme on financial management for Members and senior officers that will continue in 2012-13. This will include sessions on the role of internal audit and fraud awareness refresher training.
4. Training sessions provided to Governance Audit Committee members to date include:
  - The role and terms of reference of the G&A committee (September 2009)
  - Treasury Management (April 2010)
  - Governance of the superannuation fund (March 2011)
  - Fraud awareness (November 2011)
5. To follow on from the training provided to date, there are a couple of areas which would be relevant to members of the Committee as forthcoming training including:
  - Risk Management
  - Role of a governance and audit committee (refresher training)

6. The “review of the adequacy and effectiveness of risk management systems” is a key requirement of the Committee and hence risk management training would be extremely relevant in the coming year. Refresher training on the role of the Governance and Audit Committee, whilst essential, will be better suited to the first Committee meeting after the 2013 elections.
7. Additional relevant training will also be provided through the Financial Management Development Programme for 2012-2013 which is open to members and senior officers.

### **Recommendation**

8. Members of the Committee are asked to:
  - Support the continuation of a training programme during 2012-13.
  - Approve the inclusion of risk management training just before the September 2012 Committee meeting and training on the role of a governance and audit committee before the first meeting after the elections in 2013.
  - Support training sessions provided through the Financial Management Development Programme on areas relevant to the role of the Governance and Audit Committee.

**Neeta Major**  
**Interim Head of Internal Audit**  
**Ext: 4664**